ADMINISTRATIVE

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26 June 1967

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
√Director of Training

SUBJECT : Submission of Semi-Annual ADP Management
Report to the Bureau of the Budget

1. The attached requirements and instructions for the revised report to the Bureau of the Budget are self-explanatory. As specified, the period for the first report under this revision is November 1966-June 1967 and we have to be prepared to submit these reports semi-annually henceforward to cover each half fiscal year. The report requirements have been abbreviated to the following essential elements:

   a. Accomplishments in the use of computers.

   b. Accomplishments in the management of ADP.

   c. Plans for the future.

2. In order to compile this report for the Support Directorate with assurance that it is complete and accurate, I will need up-to-date information from each of your offices, exclusive of that which pertains to the activities of the Information Processsing Branch, Support Services Staff, not later than 17 July 1967. We will be pleased to assist in any way we can to satisfy this requirement within the time frame. Please direct any questions on this report to

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Chief, Support Services Staff

Attachment
As stated.

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19 June 1967

MEMORANDUM FOR: Directorate Information Processing
Coordinators

SUBJECT : Semi-Annual ADP Management Report to
the Bureau of the Budget

REFERENCE : Memorandum to IP Coordinators from Chief,
IP Staff, same subject, dated 21 October 1966.

1. Forwarded herewith is BOB Circular No. A-79 Revised,
dated May 23, 1967, which simplifies the format and reduces the
subject reporting requirements. Report Sections IV and V have
been deleted by this revision.

2. The instructions contained in this circular (though addressed
to agency heads) are to be followed by each Directorate in furnishing
O/PPB with contributions to the Agency's report on accomplishments
in the use and management of ADP. Section III, Plans for the Future,
is to be a brief summation of actions planned or underway in the
Directorate which will be reportable in Sections I and II in future
reports.

3. Directorate contributions to this report should not be
limited by security considerations but should furnish the information
asked for and be classified appropriately. The Agency's report
will be classified and made available to the International Division,
BOB for approved handling.

4. The current report will be due in O/PPB on 10 August
1967 because of our present involvement with initiating the ADP MIS
called for in BOB Circular A-83. Future A-79 reports will be due
each February 1st and August 1st, as previously scheduled.

Chief, Information Processing Staff

Attachment:
Circular A-79 Revised

CIA INTERNAL

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EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON. D.C. 20503

May 23, 1967

CIRCULAR NO. A-79
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Report of accomplishments in the use and management of automatic data processing (ADP)

1. Purpose. This Circular establishes a requirement for a semiannual report on agency accomplishments in the use and management of electronic data processing. This revision, which supersedes Circular No. A-79 dated October 5, 1966, modifies the report format and reduces the reporting requirements.

2. Background. In his memorandum for the heads of executive departments and agencies dated June 28, 1966, the President directed the head of every Federal agency to explore and apply all possible means for (a) using the electronic computer imaginatively to provide better service to the public, improve agency performance and reduce costs, and (b) managing electronic computer activities at the lowest possible cost. The President also directed the Director of the Bureau of the Budget to report to him semiannually on the progress that the Federal Government is making in these respects. The reports furnished by the agencies in accordance with this Circular will form the basis for the reports to the President.

3. Report coverage.

   a. Agency reports will cover accomplishments related to the use and management of both commercially-available computers and computers built to special specification, excluding those that are used in a weapons system. Smaller agencies which rely on others for the provision of computer capability will include such uses in their reports as appropriate.

   b. Agency reports will include Government contractors who operate computers in the performance of work under cost reimbursement contracts and subcontracts when (1) the equipment is leased and the total cost of leasing is to be reimbursed under one or more cost reimbursement-type contracts, (2) the equipment is purchased by the contractor for the account of the Government or title will pass to the Government, or (3) the equipment is furnished to the contractor by the Government, or (4) the equipment is installed in Government-owned, contractor-operated facilities.

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4. Report guidelines and format.

a. Each agency will prepare a summary-type report which describes, in concise fashion, the significant accomplishments within the agency during the reporting period. Guidelines and the format to be used for reporting are provided in Attachment A.

b. Certain of the accomplishments that come within the scope of this Circular may also be identified in reports made to the Bureau of the Budget in accordance with Circular No. A-44 entitled "Cost reduction and management improvement in Government operations." Nevertheless, any such accomplishments will be reported and described in accordance with the guidelines provided in Attachment A of this Circular.

5. Reporting dates and periods to be covered. The initial report under this revision will be submitted on September 1, 1967, to cover accomplishments during the period November 1966 through June 1967. Thereafter, reports will be due on March 1 to cover the first half of the current fiscal year, and on September 1 to cover the last half. Negative reports will be furnished. All reports will be submitted in duplicate to the Bureau of the Budget, Attention: Office of Management and Organization, ADP Management Branch.

PHILLIP S. HUGHES
Acting Director

Attachment

(No. A-79)

Form Approved   ATTACHMENT A
Budget Bureau No. 80-R177   Circular No. A-79
                                                                      Revised

SEMIANNUAL REPORT OF ACCOMPLISHMENTS IN THE
MANAGEMENT OF AUTOMATIC DATA PROCESSING
(FOR USE IN PREPARING REPORT TO THE PRESIDENT)

Agency_____Period Covered_____

Person to contact regarding report: Name_____Phone_____

I. ACCOMPLISHMENTS IN THE USE OF ELECTRONIC DIGITAL COMPUTERS.

     A. Description. Under Section I, using the categories shown
below, describe significant accomplishments that are being achieved from
the use of computer-based systems that were installed or revised during
the report period. Each accomplishment should be described concisely in
no more than 50-75 words, using lay terms and avoiding the use of abbrevi-
ations or acronyms. The description should include a reference to the
specific agency program or function in which the computer is used, and
should state the major benefits being derived. The benefits should be
stated as specifically as possible, using quantitative terms whenever
feasible, so that the advantages being gained by the use of the system
are clearly evident. Cost and personnel reductions will be stated on a
net basis, or will cite both gross reductions and offsetting increases.

     B. Categories of benefits. Accomplishments will be reported
under the following categories of benefits, as applicable:

     1. Cost reductions and greater efficiency. In this category
include lower operating costs, the avoidance of greater costs, improved
personnel utilization, improved service and other similar types of benefits.

     2. Program achievements not feasible without computer
capability. In this category include scientific and engineering ac-
complishments and the integration of large-scale systems which are de-
pendent upon high-speed computational or data processing capability, and
other types of accomplishments which are feasible only with the aid of
the computer.

     3. Other (identify). Use this category only if categories
1 and 2 are not applicable.

If an accomplishment straddles both benefit categories, it should be
reported under the category the agency considers most significant, but
the description should cover the full range of benefits.

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C. Examples of reports. Examples of the way accomplishments should be reported are given below:

1. Cost reductions and greater efficiency. The Internal Revenue Service automated the analysis of delinquent taxpayers' accounts and the issuance of a second notice of delinquency. This has eliminated much of the need for collection officers to prepare their own correspondence and make personal contacts. The reduced manual workload has permitted an annual recurring saving of $587,000, including 128 man-years of effort.

2. Program achievements not feasible without computer capability. The assignment plan for television broadcast channels was improved to the extent that 24 additional and valuable channels became available in places where they were badly needed. This improvement was achieved by evaluating more accurately the impact of each channel assignment on the efficiency of the total plan. The extensive calculations required for this purpose were performed by the computer in a few days, but would have required 18 man-years of manual effort.

II. ACCOMPLISHMENTS IN THE MANAGEMENT OF AUTOMATIC DATA PROCESSING (ADP) ACTIVITIES.

A. Description. Under Section II, using the categories shown below, describe significant accomplishments during the report period that concern the management of ADP activities, as distinguished from the uses of computers which are reported in Section I of the report. Each accomplishment should be described concisely in no more than 50-75 words, using lay terms and avoiding the use of abbreviations and acronyms.

B. Categories. Accomplishments will be reported under the following categories, as applicable:

1. standardization of computer-based data processing systems, or components thereof, within or among agencies (if not reported in Section I);

2. integration of computer-based data processing systems on an interagency and intra-agency basis (if not reported in Section I);

3. initiation or completion of research and development or test programs intended to improve ADP technology, techniques and systems;

4. consolidation of computer facilities and staffs, such as systems development and programing staffs;

5. sharing of computers and ADP personnel;

6. use of excess equipment in lieu of acquiring additional equipment;

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7. use of excess Government-owned equipment to permit the release of rented equipment;

8. negotiation of equipment procurement contracts under terms more favorable than those provided in the Federal Supply Schedule; or

9. other (identify).

In all cases, the benefits obtained from the reported actions, including cost and personnel savings, should be specifically identified.

C. Government-wide programs. The General Services Administration and the Department of Commerce will report, under appropriate category headings, their accomplishments under Government-wide programs for which they have responsibility under Public Law 89-306.

III. PLANS FOR THE FUTURE. (Include this section only in reports due on September 1.)

A. Description. Under Section III, using the headings noted below, describe in a summary form covering no more than one or two pages significant actions planned or under way in the agency which are expected to result in accomplishments that will then be reportable in Sections I or II in future reports. A statement of anticipated benefits should be included in the description.

B. Headings. The plans should be separated between those concerned with the use of computers and those dealing with the management of ADP activities, and should be clearly related to the kinds of actions specified in Sections I and II, respectively.

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